



NEW!

**Small Business Center
Lower Level of City Hall**

Staff can advise you on available commercial space, loans, networking, partnering on projects in your village or commercial corridor, and programs and resources that support small businesses in Newton.

Call us, visit our website at
www.newtonma.gov/smallbusinesscenter
or just stop by!



CITY OF NEWTON

1000 Commonwealth Avenue
Newton, MA 02459

Phone: 617.796.1120
OR 617.796.1060
www.newtonma.gov

If you have questions, concerns, or suggestions please feel free to contact the Planning/ISD staff at 617.796.1060 or 617.796.1120. We're always interested in improving our services.

CITY OF NEWTON

**So you want to
start a business?**



We're here to help.

**Before you start your
business, pay us a visit
or give us a call.**

- Have you always wanted to start a business in Newton, but don't know where to start?
- Do you have plans, but have questions about permits and licenses?
- Are you open for business, but want to expand or grow?

City staff can help you determine what steps to take next. Some businesses require no more than a simple license, while others may need approvals from several departments to assure that a proposed use is allowed and/or is safe for the general public. To avoid an unwelcome discovery that your business or operations do not conform to applicable standards and laws after investing your time and money, please stop by City Hall or give us a call so staff can advise you.

Talk to City staff about this checklist.

Planning and Inspectional Services staff will help you determine if your business is allowed in the location proposed and will tell you what you need to do next. If you prefer to stop by in person, please give us a call to set up an appointment so there's sure to be someone available to help you. Then you'll be on your way.

Staff

1 Start here ➡ City Hall, 2nd floor

Inspectional Services ▪ 617.796.1060

☐ Building Permits ▪ Certificates of Inspection ▪ Certificates of Occupancy ▪ Permits for plumbing, gas, and electricity

Planning Department ▪ 617.796.1120

OR

☐ Zoning reviews ▪ Economic Development ▪ Special Permit/Site Plan reviews for land use, transportation, conservation, historic preservation, housing, rehabilitation, community development and telecommunications ▪ Signs and banners ▪ Outdoor seating

Licensing Board ▪ 1294 Centre Street ▪ 617.796.1420

☐ Common Victualler Licenses ▪ All Alcohol or Wine & Malt Beverage Licenses for Restaurants, Package Stores, Clubs, Innholders ▪ Automatic Amusement Machine Licenses ▪ Carnival Permits ▪ One-Day Alcohol or Wine/Malt Licenses for Special Events ▪ Weekday, Sunday, and One-Day Entertainment Licenses

Health and Human Services ▪ 1294 Centre Street ▪ 617.796.1420

☐ Animal licenses (chickens, etc.) ▪ Asbestos abatement ▪ Body art (permanent make-up) establishments/practitioners ▪ Certificates of habitability ▪ Demolition and sandblasting permits ▪ Food service and retail establishments including catering, mobile vendors, frozen desserts, and permits for temporary food sales ▪ Retail tobacco sales ▪ Summer camps ▪ Tanning facilities ▪ Title 5 ▪ Transportation of waste (offals) ▪ Well-drilling permits

Fire Department ▪ 1164 Centre Street ▪ 617.796.2210

☐ Commercial/Business Locations

City Clerk ▪ City Hall, 1st floor ▪ 617.796.1210

☐ Business Certificate ▪ Doing Business As (DBA) ▪ Dog Licenses

Board of Aldermen ▪ City Hall, 1st floor ▪ 617.796.1210

☐ Auto Dealer Licenses ▪ Auction Licenses ▪ Bus Licenses ▪ Public Auto/Van Licenses ▪ Special Permit submittals ▪ Taxi/Taxi Stand Licenses

Assessors' Office ▪ City Hall, 1st floor ▪ 617.796.1169

☐ Form of List (for personal property tax purposes)

Public Works ▪ City Hall, 1st floor ▪ 617.796.1000

☐ Objects on public ways, including sidewalks for road races, dumpsters, new boxes, and banners

Weights and Measures ▪ City Hall, 1st floor ▪ 617.796.1099

☐ Apothecary scales ▪ Gas pumps ▪ Hawkers & peddlers ▪ Measures (laser scanning devices) ▪ Scaling devices ▪ Taxi meters

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